

Policy Framework

Policy Category	Governance
Policy Code	GOV-HE-08
Policy owner	Principal Executive Officer
Responsible Officer	Head of Quality Assurance
Approving authority	Board of Directors
Approval date	22 April 2025
Commencement date	23 April 2025
Review date	3 years
Version	2025.1
Related Documents	Quality Assurance Framework
HESF (Threshold Standards) 2021	6.3.2
Policy Visibility	Internal

1. Purpose

This Policy Framework sets the standards for the development and review of policy and policy related documents at the Australian Institute of Higher Education ('the Institute').

2. Principles

The key principle informing this document is consistency in the development, review and management of Institute policy and policy-related documents.

3. Scope

This Framework applies to all relevant staff, administrative units and Executive Leadership at the Institute.

4. Definitions

See the *AIH Glossary of Terms* for definitions.

5. Policy Details

5.1 Policy Hierarchy

The Policy Framework established a hierarchy of policies and policy-related documents as follows:

1. Policy
2. Procedures
3. Guidelines
4. Forms

Where two documents in the hierarchy are in conflict, the document higher in the hierarchy takes precedence. Policy and related procedures should be contained within the one document where reasonable and practical, however, for the purpose stated above, they are still to be treated as two separate items, with policy taking precedence over procedure where there is inconsistency.

Where the category and relevant approval authority for any given policy is unclear, the status will be determined by the Executive Leadership Team.

Where a form is attached to a policy, procedure, or guideline, minor or routine updates to the form may be made without approval, provided the updates do not alter the form's intent or function. Significant changes will require the same level of approval and review as the higher-level document.

Creation of a new policy or significant revision of an existing policy is necessary for many reasons, including:

- Changes to legislation
- Significant operational changes
- Changes in the direction of the Institute
- Outcomes of reviews and audits
- Substantial changes in practice across the tertiary sector
- Three yearly review cycle

5.2 Governance Principles and Policy Standards

The Institute's policies and policy-related materials are to be shaped by and comply with relevant legislation and regulations, national standards, and community expectations.

Policy and policy-related materials should:

- be in the approved Institute template,
- be drafted, approved, implemented and reviewed as stipulated in the Policy Framework,
- identify the approval authority, owner and responsible officer,
- be both clear and able to be implemented,
- be appropriately communicated to stakeholders,
- be complied with, and
- be subject to regular review at least once every 3 years.

Early review may be initiated when there is a need to align a policy with either legislative requirements, or changes in business processes and/or operational needs.

Policies should also include an indication of their visibility and intended audience. The two types of visibility include:

1. Public: meaning the policy is accessible on the institute’s website for anyone to access
2. Internal: meaning the policy and associated procedures are intended for internal purposes only and are not required to be publicly accessible as per governing standards or legislation.

5.3 Approval Authorities and Accountabilities

The following authorities are delegated under this policy:

Policy Category	Approve new policy and major amendments	Approve minor amendments
Academic Policy	Academic Board	Policy owner with endorsement from responsible officer
Administrative Policy	Board of Directors	Policy owner with endorsement from responsible officer
Governance Policy	Board of Directors	Policy owner with endorsement from responsible officer

A minor amendment is editorial in nature and does not change the substance of the policy or policy related document. Examples of minor amendments may include updating a position name or contact person, updating references to legislation, or correcting typographical or grammatical errors.

6. Legislation

This Framework complies with Higher Education Standards Framework Standard 6.3 (Academic Governance), which specifies (in summary) that:

- 6.3.2 Academic oversight assures the quality of teaching, learning, research and research training effectively, including by:

- a. developing, monitoring and reviewing academic policies and their effectiveness
- b. confirming that delegations of academic authority are implemented
- c. critically scrutinising, approving and, if authority to self-accredit is held, accrediting or advising on approving and accrediting, courses of study and their associated qualifications
- d. maintaining oversight of academic and research integrity, including monitoring of potential risks
- e. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes
- f. critically evaluating the quality and effectiveness of educational innovations or proposals for innovations
- g. evaluating the effectiveness of institutional monitoring, review and improvement of academic activities, and
- h. monitoring and reporting to the corporate governing body on the quality of teaching, learning, research and research training.

7. Version Control

This Framework has been endorsed by the Australian Institute of Higher Education Board of Directors as at April 2025 and is reviewed every 3 years. It is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Ms. McCoy	New document	22 February 2017	6 March 2017
2019-1	Principal	Minor Update: Changed title from Executive Dean and CEO to Principal.	20 November 2019	21 November 2019
2021-1	CEO	Policy Review. Changed title from Principal to CEO	17 February 2021	18 February 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	CEO	Minor amendments - change to Governance policy, not Academic Additional section on reasons for policy additions or changes 3-year review cycle	28 September 2022	29 September 2022

2024.1	Head of Quality Assurance	Updated Responsible Officer; Changes to the authority for approving minor amendments from PEO to Policy owners (with endorsement from Responsible officer); Definition of minor policy amendment included, aligning with AIH Glossary of Terms.	30 July 2024	31 July 2024
2025.1	PEO	Updated reference to policies and procedures being combined into a single document where reasonable; included reference to visibility status of policy documents as either 'public' or 'internal'	22 April 2025	23 April 2025